



Governor's Hispanic Fellows Program

June 06, 2016 - July 29, 2016

2016 Employer Application

Department/Agency/Corporate Name:

Address:

City:

State:

Zip:

Web Address:

Telephone Number:

Our Mission and Internship Purpose:

The mission of the Governor's Hispanic Fellows program is to provide Hispanic college students with the opportunity to work in professional settings which prepare program participants for future entry into the global economy. Job descriptions or projects that will be assigned to interns should expose him/her to the professional standards of the organization. Projects should encourage the intern to provide feedback or contribute to organizational goals and objectives. Notwithstanding, the projects should foster the professional, technical and educational skill-set development of the intern assigned. The purpose of the internship is to provide a **meaningful** work experience to the intern that will help transcend the program participant into the professional career path of their choice.

Intern Selection Process:

The selection of students and their individual placement sites is made through an extensive review of applications. Each intern applicant is given the opportunity to review all job descriptions submitted and requested to select their three preferences during the interview process. Employers are encouraged to provide all expectations for the internship position including work hours. All intern applicants are screened carefully to assure a maximum quality match between employer and intern. Selected interns are required to meet with their employers in a get-acquainted meeting prior to the start of the program **June 6, 2016**. This meeting will provide an opportunity for the employer to further discuss their expectations with the assigned intern and provide clarification on job responsibilities.



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Please select agency type:

☐ Corporate ☐ Government ☐ Non-Profit Organization

I. Corporate entities, please select one:

☐ Will cover the full cost of ____ stipend(s) (\$2,500.00 per student) for each intern assigned. Enclosed is the job description/s. ★

☐ Will sponsor the full cost of ____ stipend(s) (\$2,500.00 per student) for an intern at an alternate site determined by the CHPRD.

II. Government and non-profit organizations, please select one:

☐ Will cover the full stipend of \$2,500.00 for each intern assigned. Enclosed is the job description.

☐ We will provide a partial stipend in the amount of \$ _____. ★

(*Partial stipend amounts must be no less than \$500.00 and is subject to CHPRD consideration.)

Please submit employer application along with job description no later than **Friday, March 04, 2016**. Please provide a job description for each intern in the attached format. Indicate relevant education, such as specific major and experience needed for the internship. Please state if intern must have their own transportation or if public transportation or vanpool is available.

★ **If you checked an option in either Section I or II, please indicate the name of the contact person and phone number for payment processing.**

Name: _____ **Phone:** _____

Please make check payable to the Foundation for the Center for Hispanic Policy, Research and Development and submit by **April 15, 2016** to P.O. Box 1019, Trenton, NJ 08608-1019.

Name of Individual completing form and title:

Telephone #

Date:



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Job Description

Department/Agency/Corporate Name:

★ Job Location/Address:

City:

State:

Zip:

★ Supervisor Assigned to Intern/Title:

★ Work Telephone/Extension:

Fax:

★ E-mail Address:

★ **Identification of the intern's supervisor is critical since they will be required to submit two evaluation reports on the intern's progress and also certify time sheets throughout the summer.**

★ **Please provide actual physical location where intern will be placed.**



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Intern Job Description: (Please make sure the job description provided is reflective of responsibilities expected of future leaders in the corporate, non-profit, and government fields and not solely of a clerical nature. The internship must provide professional experience which will result in the intern utilizing the skills sets learned in this placement to obtain professional employment).

Specific duties/responsibilities of internship:

Specific skills or experience required from intern:

Expected intern's work hours throughout the eight weeks: (students must at 28 hours per week)

Major preferred:

Class standing:

Is intern required to have own transportation? If yes, please indicate if there is public transportation available.

* Feel free to enclose additional pages.